



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

SPECIAL INVESTIGATOR , CITIZEN'S LAW ENFORCEMENT REVIEW BOARD

Class No. 000375

■ CLASSIFICATION PURPOSE

To provide technical, investigative staff support to the Citizen's Law Enforcement Review Board to include performing independent investigations of complaints within the Board's jurisdiction; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

This is a non-represented class allocated to the Citizen's Law Enforcement Review Board (CLERB), that reviews citizen complaints regarding law enforcement misconduct, policy or practice, or against individual peace or custodial officers in the Sheriff or Probation departments. The incumbent reports to the Executive Officer, CLERB, and has significant responsibility for formulating policy and performing independent investigations of complaints within the Board's jurisdiction.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Interviews complainants, and other relevant witnesses or parties, in connection with allegations of peace or custodial enforcement officer misconduct, use of excessive force or other action reviewable within the Board's jurisdiction.
2. Investigates complaints to ascertain all relevant facts.
3. Compiles information and prepares reports for submission to the Board for review and action.
4. Acts as liaison with County departments, law enforcement agencies, and other outside agencies.
5. Formulates and recommends policy and procedures established for the conduct of investigations.
6. Attends Board meetings to provide additional information as necessary.
7. Performs special studies and projects as assigned by the Executive Officer or the Board.
8. May review law enforcement internal investigations, perform independent investigations and provide the results to the Review Board.
9. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles, laws and regulations regarding the rights and duties of peace and custodial officers.
- Constitutional, criminal and public records law and procedure.
- Basic law enforcement principles and practices.
- Methods and techniques of investigation, including the gathering and presentation of evidence.
- County computer use and security directives.
- County customer service objectives and strategies.

Skills and Abilities to:

- Collect, assemble, analyze and present facts and information.
- Interview complainants and other relevant witnesses or parties.
- Prepare and present comprehensive investigative reports.
- Maintain accurate records and files.
- Adhere to County computer use and security directives.
- Communicate effectively orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of investigations.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: five (5) years of progressively responsible experience in criminal justice field investigation with a law enforcement agency, a District Attorney's Office or similar investigative experience. The possession of a degree in criminal justice or a closely related field is highly desirable. Bilingual skills are highly desirable

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).

Revised: January 12, 1998

Reviewed: April 2004